

Personal Services Contract Pilot Program HR Forum – Meeting Summary 9/10/04

Agenda – Items included a check-in on what's working/not working; pilot program evaluation discussion; blanket waiver program implementation; and an open discussion period. Approximately fifteen attendees from seven different agencies attended; Dean Conder, Maryann Motza, and Catherine Johnson from CDLE were guests for the pilot evaluation discussion.

- The check-in from the departments consisted of the process for attaching waivers and modification forms to contracts when routing through the central review process. Departments must attach either a program waiver issued by the internal HR office, or HR professionals must sign the CLI2 form that is routed with the contract. Modification forms have created some confusion and staff has deemed this form is no longer necessary. DHR staff will modify the Certification for Personal Services Agreements form by adding a modification section. This way, there is only one form that will provide sufficient information for determining the approvable criteria for personal services contracts. Higher education departments will need to attach a program waiver or a memo from HR indicating personal services review has taken place (higher education does not use CLIN).
- Joi asked departments to please submit a list of HR staff that is authorized to sign off on personal services request by **9/30/01**.
- Maryann Motza, Dean Conder, and Catherine Johnson from Department of Labor & Employment presented findings on the evaluation of the pilot program. In general, departments participating in the pilot are supportive of the blanket waiver program and want it to continue as a permanent process for personal service contract review. It was agreed that additional evaluations were not necessary and DHR staff will put the plan together for implementing the blanket waiver process before October 2, 2004. It was suggested that DHR continue to have quarterly forum meetings to update departments on current processes and issues. DHR staff will take this under advisement. (Please see full evaluation report for further details.)
- On implementation of the new waiver process, it is expected to continue as established by the pilot process. DHR will send letters to departments in the pilot, confirming their continued participation beginning October 2, with instructions and waiver conditions. These letters should be sent out the last week of September. For departments that did not participate in the pilot, they will be grand fathered into the blanket waiver process as their current waivers expire.
- Joi gave a general summary of the intent of Civil Service reform related to personal services contracts and the events that will need to take place should the ballot initiative be approved by voters in November. As more information becomes available DHR staff will send out updates.
- During open discussion, Joi thanked everyone for their participation in the pilot and making this endeavor so successful.

Next Meeting – This was the final meeting.